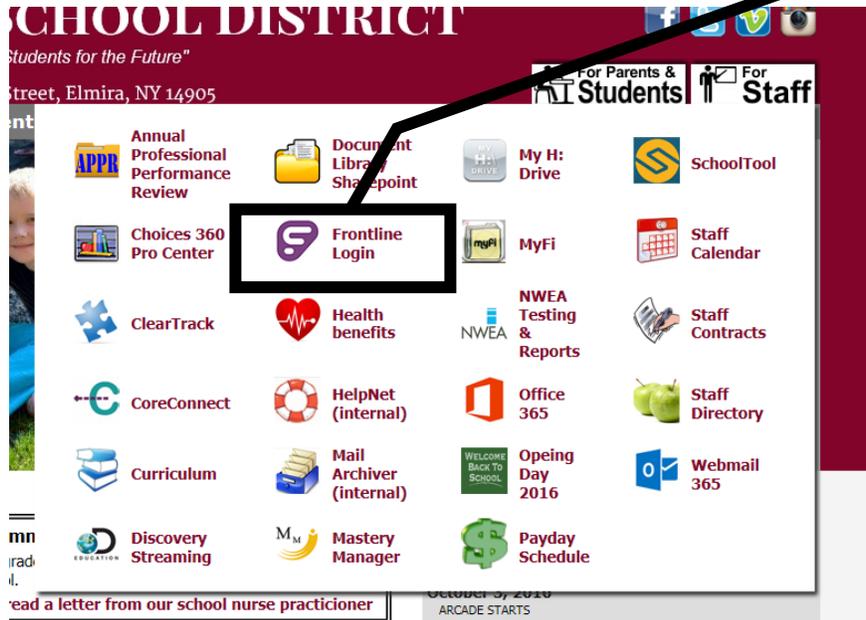


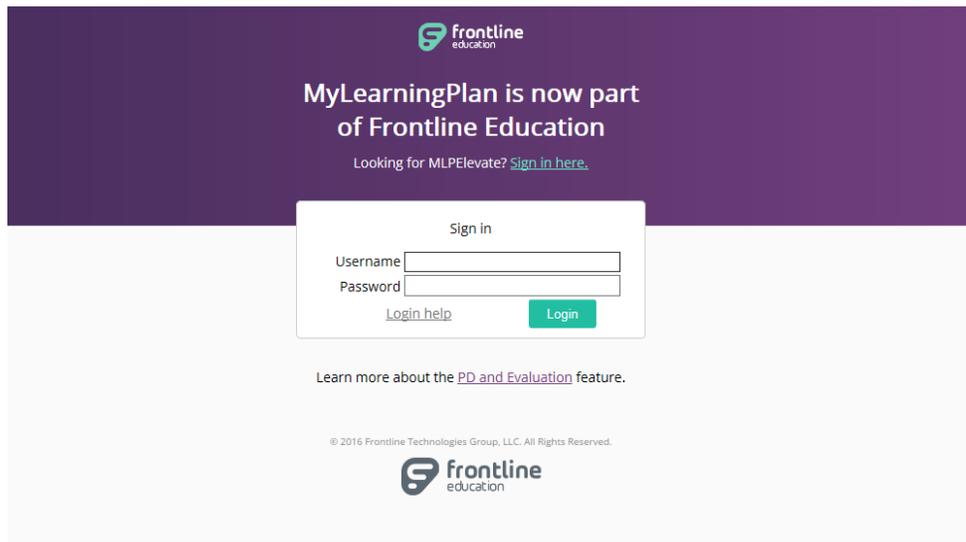
# Accessing the teacher observation system

## LOGGING IN

From the ECSD Website click on the staff menu and select the FRONTLINE icon

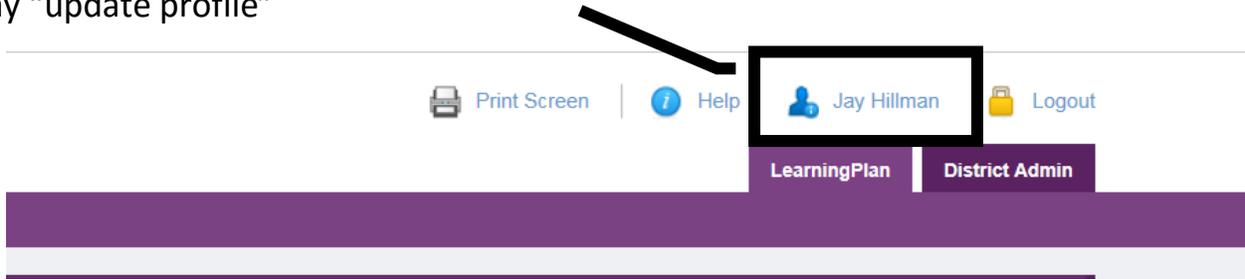


Once on the FRONTLINE Log in page enter your **Network username** (ECSD email address) then **Changeme** as the password.

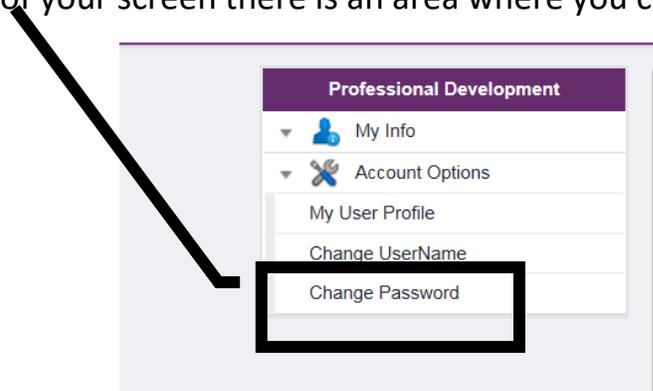


## CHANGING YOUR PASSWORD

Please change your password by selecting your name in the upper right hand of the screen. It will say "update profile"



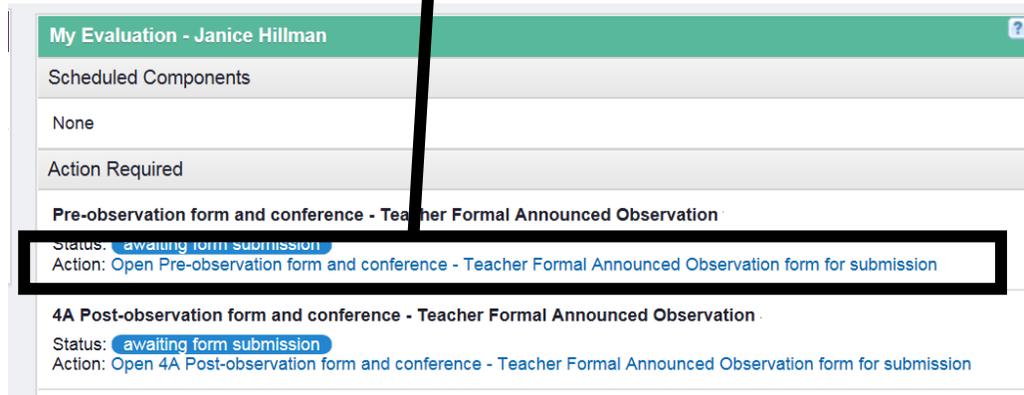
On the left hand side of your screen there is an area where you can change your password.



## PRE AND POST CONFERENCE OBSERVATION FORMS

After you have been notified by your evaluator of record **via email** for the pre and post conference, please access the forms by logging in to FRONTLINE.

For the pre-observation form and conference select the Action statement: **Open Pre Observation form and conference**



My Evaluation - Janice Hillman

Scheduled Components

None

Action Required

Pre-observation form and conference - Teacher Formal Announced Observation

Status: **awaiting form submission**

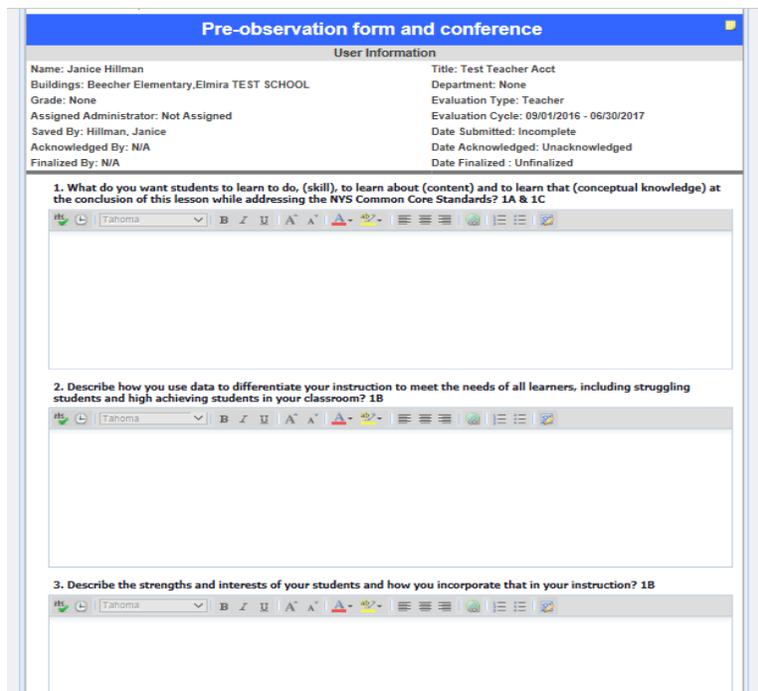
Action: [Open Pre-observation form and conference - Teacher Formal Announced Observation form for submission](#)

4A Post-observation form and conference - Teacher Formal Announced Observation

Status: **awaiting form submission**

Action: [Open 4A Post-observation form and conference - Teacher Formal Announced Observation form for submission](#)

Complete the Pre observation form by clicking in the text box and entering the information for each item.



Pre-observation form and conference

User Information

Name: Janice Hillman Title: Test Teacher Acct  
Buildings: Beecher Elementary, Elmira TEST SCHOOL Department: None  
Grade: None Evaluation Type: Teacher  
Assigned Administrator: Not Assigned Evaluation Cycle: 09/01/2016 - 06/30/2017  
Saved By: Hillman, Janice Date Submitted: Incomplete  
Acknowledged By: N/A Date Acknowledged: Unacknowledged  
Finalized By: N/A Date Finalized: Unfinalized

1. What do you want students to learn to do, (skill), to learn about (content) and to learn that (conceptual knowledge) at the conclusion of this lesson while addressing the NYS Common Core Standards? 1A & 1C

2. Describe how you use data to differentiate your instruction to meet the needs of all learners, including struggling students and high achieving students in your classroom? 1B

3. Describe the strengths and interests of your students and how you incorporate that in your instruction? 1B

Once you have completed the questions please see the area at the bottom of the form where you will upload your lesson plan. The Lesson plan format is accessible through the APPR Online information that Marnie Malone sent out last week or from the APPR procedural guideline document, which is posted on the Staff Menu in the APPR folder.

## Select Add and Artifact

Pre-Observation Lesson Plan and Artifacts

Please upload Lesson Plan and other Planning artifacts below:

Artifacts

+ Add an Artifact

Name	Upload Date	Upload User	File
------	-------------	-------------	------

Submit Save Save & Notify Reset Print Comment

The next screen will prompt you to **title it** and **select the file and location** (drive) from which the lesson plan will be pulled. The two areas in **red** are all you need to complete.

## Title the file

Name: Enter a name...

Types: Choose the Artifact Types...

Categories: Choose the Artifact Categories...

Alignment: Choose a Rubric... Choose a Criteria... + Add Criteria

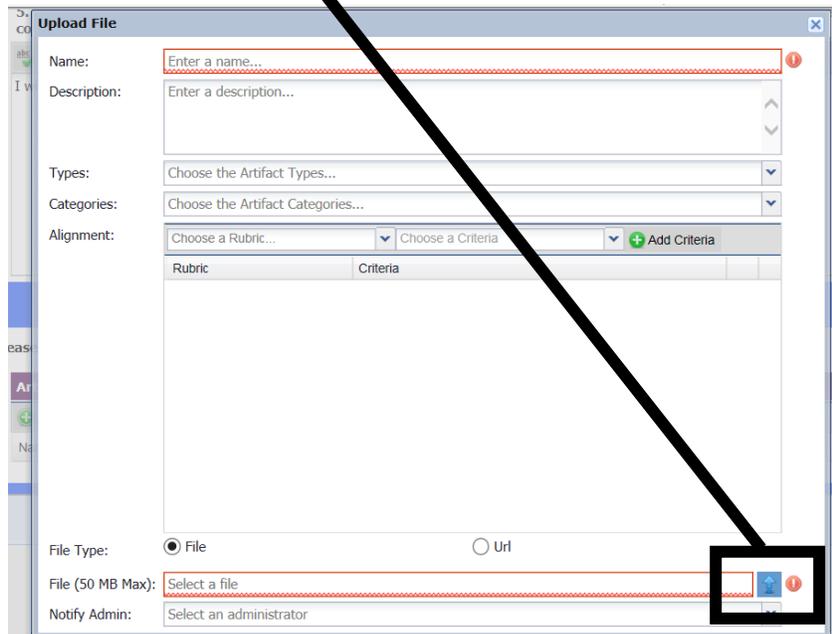
Rubric	Criteria
--------	----------

File Type:  File  Url

File (50 MB Max): Select a file

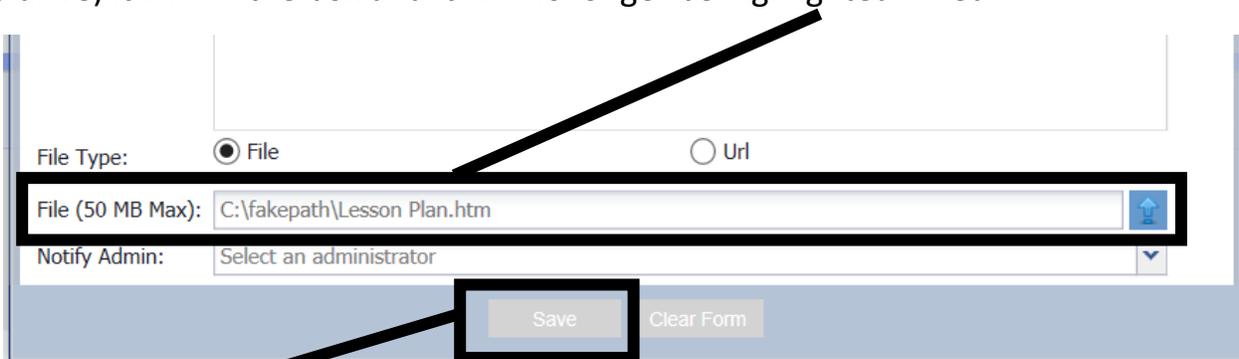
Notify Admin: Select an administrator

To select a file click on the **Blue arrow**



The screenshot shows the 'Upload File' form with the following fields: Name (text input), Description (text area), Types (dropdown), Categories (dropdown), Alignment (dropdowns for Rubric and Criteria), File Type (radio buttons for File and Url), File (50 MB Max) (text input with a blue arrow button), and Notify Admin (dropdown). A black box highlights the blue arrow button in the File (50 MB Max) field, and a black arrow points from the text above to this button.

By double clicking on the selected the file (usually from your H:Drive, I:drive, or personal thumb drive) it will fill the box and it will no longer be highlighted in red.



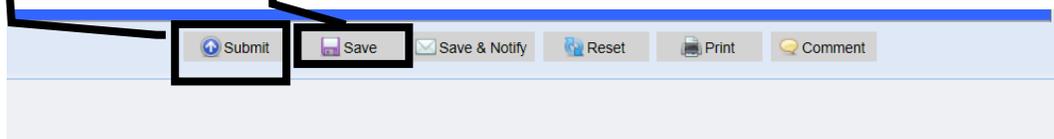
The screenshot shows the 'Upload File' form with the File (50 MB Max) field filled with the path 'C:\fakepath\Lesson Plan.htm'. The Save button is highlighted with a black box, and a black arrow points from the text above to this button.

Select **SAVE** to complete the form and the attachment.

Please check your form for completeness. Each of the tabs at the bottom of the form will have pop up boxes that describe the actions for each.

**Save** your document

Select **Submit** to then share it with your evaluator. Please be sure to share the document **BEFORE** you actually meet for the pre/post conference.



The screenshot shows the bottom of the form with the following buttons: Submit (with a blue arrow icon), Save (with a floppy disk icon), Save & Notify (with an envelope icon), Reset (with a refresh icon), Print (with a printer icon), and Comment (with a speech bubble icon). The Submit and Save buttons are highlighted with black boxes, and a black arrow points from the text above to the Submit button.

Should you have any questions or need assistance please contact, Marnie Malone, Sandy Mattison, Jay Hillman or one of the DCC' s.